



Department of Administration  
Purchasing Division  
2019 Washington Street East  
Post Office Box 50130  
Charleston, WV 25305-0130

## State of West Virginia Delivery Order

Order Date: 05-17-2022

CORRECT ORDER NUMBER MUST APPEAR  
ON ALL PACKAGES, INVOICES, AND  
SHIPPING PAPERS. QUESTIONS  
CONCERNING THIS ORDER SHOULD BE  
DIRECTED TO THE DEPARTMENT  
CONTACT.

Order Number:	CDO 0803 0081 DOT2200000045 1	Procurement Folder:	1044275
Document Name:	AASHTOWare Civil Rights & Labor Service Units (81220110)	Reason for Modification:	
Document Description:	AASHTOWare Civil Rights & Labor Service Units (81220110)		
Procurement Type:	Central Delivery Order		
Buyer Name:	John W Estep		
Telephone:	304-558-2566		
Email:	john.w.estep@wv.gov		
Shipping Method:	Best Way	Master Agreement Number:	CMA 0803 DOT2200000051 1
Free on Board:	FOB Dest, Freight Prepaid		

VENDOR	DEPARTMENT CONTACT																
Vendor Customer Code: 000000196781 AMERICAN ASSOCIATION OF STATE HIGHWAY AND TRANSPORTATION OFF 555 12th ST NW STE 1000  WASHINGTON DC 20004 US Vendor Contact Phone: 202-624-8480 Extension:  Discount Details: <table><thead><tr><th></th><th>Discount Allowed</th><th>Discount Percentage</th><th>Discount Days</th></tr></thead><tbody><tr><td>#1</td><td>No</td><td>0.0000</td><td>0</td></tr><tr><td>#2</td><td>No</td><td></td><td></td></tr><tr><td>#3</td><td>No</td><td></td><td></td></tr></tbody></table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	No			#3	No			Requestor Name: John P Toomey Requestor Phone: 304-352-0540 Requestor Email: john.toomey@wv.gov  <b>22</b> FILE LOCATION _____
	Discount Allowed	Discount Percentage	Discount Days														
#1	No	0.0000	0														
#2	No																
#3	No																

INVOICE TO	SHIP TO
STRATEGIC DATA MANAGEMENT & TECHNOLOGY DIVISION DEPT. OF TRANSPORTATION 1900 KANAWHA BLVD E, BLD. 5 RM-720  CHARLESTON WV 25305 US	STRATEGIC DATA MANAGEMENT & TECHNOLOGY DIVISION DEPT. OF TRANSPORTATION 1900 KANAWHA BLVD E, BLD. 5 RM-720  CHARLESTON WV 25305 US

Total Order Amount: \$837,000.00

Purchasing Division's File Copy

ENTERED

PURCHASING DIVISION AUTHORIZATION

DATE: *Tanya Hester 5/23/2022*  
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION

DATE: *Beverly Toler 5-24-20*  
ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

AASHTOWare Civil Rights &amp; Labor Service Units (81220110)

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81112200	62.00000	EA	\$13,500.0000	\$837,000.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
				2022-05-31	

**Commodity Line Description:** AASHTOWare Project Service Units**Extended Description:**

AASHTOWare Project Service Units

# AASHTOWare Project<sup>TM</sup> Services

## Service Units Work Order (Second Revised)

**Date:** June 28, 2021

**Licensee:** West Virginia Transportation Department  
1900 Kanawha Blvd. E. Bldg. 5  
Charleston, WV 25305

**Requester:** John Taylor  
**cc:**

**EUD:**  
Hao Chen

**EUD Email :**  
[hao.chen@wv.gov](mailto:hao.chen@wv.gov)

**AASHTO:** American Association of State Highway and  
444 North Capitol St NW # 249  
Washington, DC 20001

**Contact:** Keith Platte, P.E.  
AASHTOWare Associate Project Director  
**Email:** [kplatte@ashto.org](mailto:kplatte@ashto.org)

**Contractor:** Info Tech, Inc., DBA Infotech  
2970 SW 50th Terrace  
Gainesville, FL 32608-5076

**Contact:** Carole Pickens  
Associate Vice President, Operations | Corporate Services  
**Email:** [Carole.Pickens@infotechinc.com](mailto:Carole.Pickens@infotechinc.com)  
**Account Manager:** [Brian.Curran@infotechinc.com](mailto:Brian.Curran@infotechinc.com)

The member agency has elected to purchase AASHTOWare Project Service Units from AASHTO under its master license agreement with AASHTO. The member agency understands that AASHTO will administer the purchased Service Units and further agrees that after the member agency and AASHTO's AASHTOWare Project Contractor (Contractor) agree on the work plan embodied in this work order, the Contractor will invoice AASHTO for work performed and accepted the previous month under the Contractor's annual contract with AASHTO.

### Summary of Services Requested

AASHTOWare Project Civil Rights & Labor software implementation services:

WVDOT intends to implement AASHTOWare Project Civil Rights & Labor<sup>TM</sup> software to automate the data collection for federal reporting and to improve the business workflows of collecting and storing the data by using the AASHTOWare Project unified database. WVDOT implementing the AASHTOWare Project Civil Rights & Labor software will reduce its risk of incomplete and inaccurate data across the program, and it will complement the other AASHTOWare Project software modules that WVDOT is set to implement. This will result in a more efficient construction program.

Over the last few years, the Federal Highway Administration (FHWA) has steadily requested more data on civil rights programs, and the WVDOT's traditional means of capturing that data is becoming outdated. Accordingly, WVDOT is looking for a solution that will enable them to get ahead of the curve, and over time be in a position to adapt to any changes the FHWA might have in the way they collect and use data.

A key measure of success will be when the first annual reports after implementation are produced using data drawn from the AASHTOWare Project Civil Rights & Labor module. WVDOT key decision makers are involved in the consideration and potential approval of this implementation.

Infotech believes that if Infotech and the agency work together during the project's initial kickoff to agree on the personnel each party will provide, to agree on the decision points for each party, and to agree on a schedule, then Infotech's services will enable WVDOT to successfully implement the software.

### AASHTOWare Project Software

AASHTOWare Project Civil Rights & Labor<sup>TM</sup> - 4.1 and beyond

### Enclosures

Enclosure 1 - Scope of Services

Enclosure 2 - Schedule

Enclosure 3 - Project Assumptions

Services Description - Recommended

Service Units

AASHTOWare Project Civil Rights & Labor Project Kickoff Meeting, Training for WVDOT Core Team and High-level Business Process Review		3.00
Fixed Priced Access to Generic Training Database		0.50
Pre-Award Activities Workshop		1.90
Post Award Activities Workshop		1.90
Payrolls & Wage Compliance Workshop		1.90
Business Process Support		10.40
Reports Assistance		5.55
Interface Assistance		5.55
WVDOT Training Materials		10.00
Remote DBE Training for WVDOT Staff		1.65
Remote Labor Training for WVDOT Staff		1.65
Remote AASHTOWare Project Civil Rights & Labor Training for Non-Agency Staff		3.20
DBE Support		1.75
Payroll Reports		2.80
Implementation Team Support		6.40
User Acceptance Testing		2.55
Production Support and Project Closeout		1.05
<b>Implementation Tasks Total</b>		<b>61.75</b>
<b>Invoicing Method</b>	<b>Valid Through</b>	<b>Account Manager</b>
Except for the fixed price Access to Generic Training Database, Contractor will Invoice AASHTO against member Agency's purchased Service Units on a time and materials basis after Infotech performs the services.	8/31/2021	Brian Curran (610-764-8485) Brian.Curran@infotechll.com

**Nick Duval for  
Carole Pickens**

Carole L. Pickens  
Infotech

(352) 391-4453

Digitally signed by Nick Duval  
for Carole Pickens  
Date: 2021.06.28 16:14:38 -04'00'

Date  
Associate Vice President,  
Operations | Corporate Services  
[carole.pickens@infotechinc.com](mailto:carole.pickens@infotechinc.com)

  
Brian Curran  
EUD

7/20/2021  
Date

Signature indicates acceptance of Work Order and approval to use AASHTOWare

**infotech**

Prepared by:  
2970 SW 50th Terrace, Gainesville, FL 32608-5076  
phone: 352.381.4400 • fax: 1.888.971.3916 • contract-  
admin@infotechinc.com  
www.infotechinc.com

## **Enclosure 1 – Scope of Services**

Travel Assumption: Infotech assumes that it will perform all services remotely.

Infotech recommends that WVDOT use Infotech's hosting services for the duration of the implementation project. The value and benefit of Infotech's hosting services is the combination of a commercial hosted platform and IT monitoring and maintenance services, plus Infotech's AASHTOWare Project™ software expertise. WVDOT's utilization of Infotech's hosted services will reduce the impact on WVDOT resources required to support the implementation effort.

### **Scope of Services**

Every Infotech project includes a Project Sponsor -- typically the Assistant Director for Programs and Projects in the AASHTOWare Products Division. The Project Sponsor ensures that the project has the necessary resources from the company, ensures customer satisfaction, and ensures the consistent delivery and quality of services. The Project Sponsor works with the WVDOT PM and the Infotech PM to review status and performance of the project. The Project Sponsor has a direct line of communication with Infotech's AASHTOWare Executive Team so that the success of this project gets the backing needed to complete the work to the satisfaction of WVDOT.

The breakdown of activities is as follows. For task durations expressed in hours, Infotech and Agency PMs will agree on how to schedule these hours across days. Note that all hour totals listed below represent only the time spent with WVDOT, and Infotech spends additional time for each task on activities such as preparation and management.

### **Recommended Implementation Tasks**

- **AASHTOWare Project Civil Rights & Labor Project Kickoff Meeting, Training for WVDOT Core Team, and High-level Business Process Review** – Infotech will provide resources remotely for about forty (40) hours with WVDOT. Infotech will use the first half of day one to conduct an AASHTOWare Project Civil Rights & Labor™ Project Kickoff Meeting with appropriate WVDOT stakeholders.

Following this, Infotech will spend about twenty-four (24) hours with WVDOT providing AASHTOWare Project Civil Rights & Labor training for the WVDOT implementation team.

Infotech will spend about twelve (12) hours in working sessions with WVDOT Core Team members discussing the status of the AASHTOWare Project Civil Right & Labor activities already underway at WVDOT and the remaining activities required to fully implement the AASHTOWare Project Civil Rights & Labor functionality. Infotech will create a project plan and schedule as a

result of these sessions and will deliver it approximately three (3) weeks after the sessions conclude.

- **Fixed-Priced Access to Generic Training Database** – Infotech will use Infotech training materials, including Infotech data and Infotech training guides, for the core team training. Infotech will also provide a hosted training site with Infotech data for the training.
- **Business Process Workshops – AASHTOWare Project Civil Rights & Labor Functionality** – Infotech will provide resources remotely to conduct a series of business process workshops. Infotech estimates each workshop to be about thirty-two (32) hours of time with WVDOT. Infotech will combine various topics into a workshop week. Infotech estimates three (3) civil rights and labor business process workshops.

Infotech's goal for each workshop is for WVDOT to gain the information and guidance it needs to make informed decisions required to implement the civil rights and labor functionality in AASHTOWare Project Civil Rights & Labor software. Infotech will use these decisions to configure the software to meet WVDOT's needs. Infotech will follow each workshop with a series of weekly meetings to continue to refine the decisions that will drive the configurations. Infotech will use an iterative approach and deliver the configurations as they are completed. Infotech will determine the exact list of workshops and their content after the high-level analysis of WVDOT's needs. Infotech proposes the following workshops:

- **Pre-Award: DBE Vendor Certification, DBE Goal Setting, DBE Commitments, Agency - Bidder Quoter, On the Job Training (OJT), Non-Agency - Bidder Quoter, DBE Commitments & Good Faith Effort Workshop**
  - Infotech will introduce key concepts and definitions and provide information to assist WVDOT in reviewing, gathering, developing, and refining their business processes and configurations of code tables, screens, reports, and interfaces for the pre-award activities: DBE Vendor Certification, DBE Goal Setting, and DBE Commitments, Agency - Bidder Quoter, OJT, Non-Agency - Bidder Quoter, DBE Commitments & Good Faith Effort and external access that the AASHTOWare Project Civil Rights & Labor software appropriates and supports.
- **Post Award: DBE Commitment Revisions, Subcontract Monitoring, End-of-Month Trucking, Subcontract Payments Workshop**
  - Infotech will introduce key concepts and definitions and provide information to assist WVDOT in reviewing, gathering, developing, and refining their business processes and configurations of code tables, screens, reports, and interfaces for the post-award activities: DBE compliance, DBE commitment revisions, Subcontract Monitoring, End-of-Month Trucking, and Subcontract Payments, and external access that the AASHTOWare Project Civil Rights & Labor software appropriates and supports.
- **Payrolls & Wage Compliance Workshop**
  - Infotech will introduce key concepts and definitions and provide information to assist WVDOT in reviewing, gathering, developing, and refining their business processes and configurations of code tables, screens, reports, and interfaces for the post-award activities: payroll compliance, EEO compliance, OJT compliance,

entering and updating wage decisions, receiving, reviewing, and approving contractor and subcontractor payrolls, and external access that the AASHTOWare Project Civil Rights & Labor software appropriates and supports.

- **Business Process Support** – Throughout the project, Infotech will provide support to WVDOT staff as they work on various implementation activities discussed and identified. The WVDOT Project Manager and the Infotech Project Manager will work together to coordinate support activities.

Infotech will provide up to six hundred (600) hours of support to assist WVDOT staff as they learn functional areas of AASHTOWare Project, make business decisions, define procedures, assess required configurations, identify reports, establish data conventions, perform data population, and work on related implementation tasks. WVDOT will request support as needed.

- **Reports Assistance** – Infotech will assist WVDOT with custom and/or existing AASHTOWare Project report development and/or troubleshooting. Infotech will provide up to three hundred and twenty (320) hours of reports assistance. Infotech bases this estimate on Infotech providing assistance to the WVDOT for development and/or troubleshooting up to ten (10) reports.
- **Interface Assistance** – Infotech will assist WVDOT with interface activities. Infotech will provide up to three hundred and twenty (320) hours of assistance to WVDOT for this activity.
- **WVDOT Training Materials** – Infotech will create the WVDOT training materials for the Remote DBE Training for WVDOT Staff, Remote Labor Training for WVDOT Staff, and the Remote AASHTOWare Project Civil Rights & Labor Training for Non-Agency Staff. Infotech and WVDOT will work together to identify the necessary WVDOT training data and the applicable WVDOT business scenarios to use in the training examples. Infotech will deliver the training materials as interactive Computer-Based Training (CBT) files and Quick Reference Guides (QRGs). Infotech will provide up to five hundred and seventy-five (575) hours of assistance to WVDOT for this activity.
- **Remote DBE Training for WVDOT Staff** – Infotech will provide resources remotely for about thirty-two (32) hours with WVDOT to conduct AASHTOWare Project Civil Rights & Labor DBE training classes for up to sixteen (16) users.

Based on WVDOT implementation decisions, the following functionality will be included: Base Percent Goals and On the Job Trainee Goals, Bidder/Quoter, DBE Certification, DBE Commitments, Subcontracts, Subcontract Payments (Prompt Payment), Reporting, and Contract Compliance, including Labor Compliance, DBE and OJT Compliance, Payroll Management Compliance, Field Interviews, and Compliance Findings.

- **Remote Labor Training for WVDOT Staff** – Infotech will provide resources remotely for about thirty-two (32) hours with WVDOT to conduct Labor functionality training for AASHTOWare Project Civil Rights & Labor for up to sixteen (16) users.

Based on WVDOT implementation decisions, the following functionality will be included: Wage

Decisions, Payrolls, OJT Monitoring and Reporting, and Contract Compliance, including Labor Compliance, DBE and OJT Compliance, Payroll Management Compliance, Field Interviews, and Compliance Findings.

- **Remote AASHTOWare Project Civil Rights & Labor Training for Non-Agency Staff** – Infotech will provide resources remotely two (2) sessions of approximately thirty-two (32) hours with WVDOT each to conduct AASHTOWare Project Civil Rights & Labor training classes for up to sixteen (16) non-agency users, which may include prime contractors, subcontractors, and vendors.

Based on WVDOT implementation decisions, the following functionality will be included: Bidder/Quoter, DBE Commitments, Subcontract Payments (Prompt Payment), Payrolls. WVDOT will determine the classes to offer during each session based on the following durations:

- Bidder/Quoter, two (2) hours with WVDOT
- DBE commitments, four (4) hours with WVDOT
- Subcontract Payments, four (4) hours with WVDOT
- Payroll, eight (8) hours with WVDOT
- **DBE Support** – Infotech will provide up to one hundred (100) hours of support for WVDOT DBE staff.
- **Payroll Reports** – Infotech will assist WVDOT with custom and/or existing AASHTOWare Project report development and/or troubleshooting. Infotech will provide up to 160 hours of reports assistance. This estimate is based on Infotech providing assistance to the WVDOT for development and/or troubleshooting up to five (5) reports.
- **Implementation Team Support** – Infotech will meet once per month with the WVDOT Implementation Team to review workshop updates, issues, and schedules. Infotech will conduct the meetings and provide remote support via conference calls/webinars. Infotech will also provide monthly project status reports.
- **User Acceptance Testing** – Infotech will provide resources remotely for about 32 hours with WVDOT to assist with testing and accepting the AASHTOWare Project Civil Rights & Labor software. The goal of this testing is to ensure the system is working as expected using real-life scenarios or prior data.
- **Production Support and Project Closeout** - Infotech will assist WVDOT with supporting the end-users with the new application for the first three (3) months of production. Infotech will complete closure of the project by reviewing the Lessons Learned document, archiving and providing any final copies of project documents to WVDOT and completing any final remaining administrative tasks. Infotech will schedule a webinar with the WVDOT PM to review the project documents and to formalize the project closing.

#### **Services Excluded**

- Provision of printed and/or electronic copies of training materials to students for training classes.

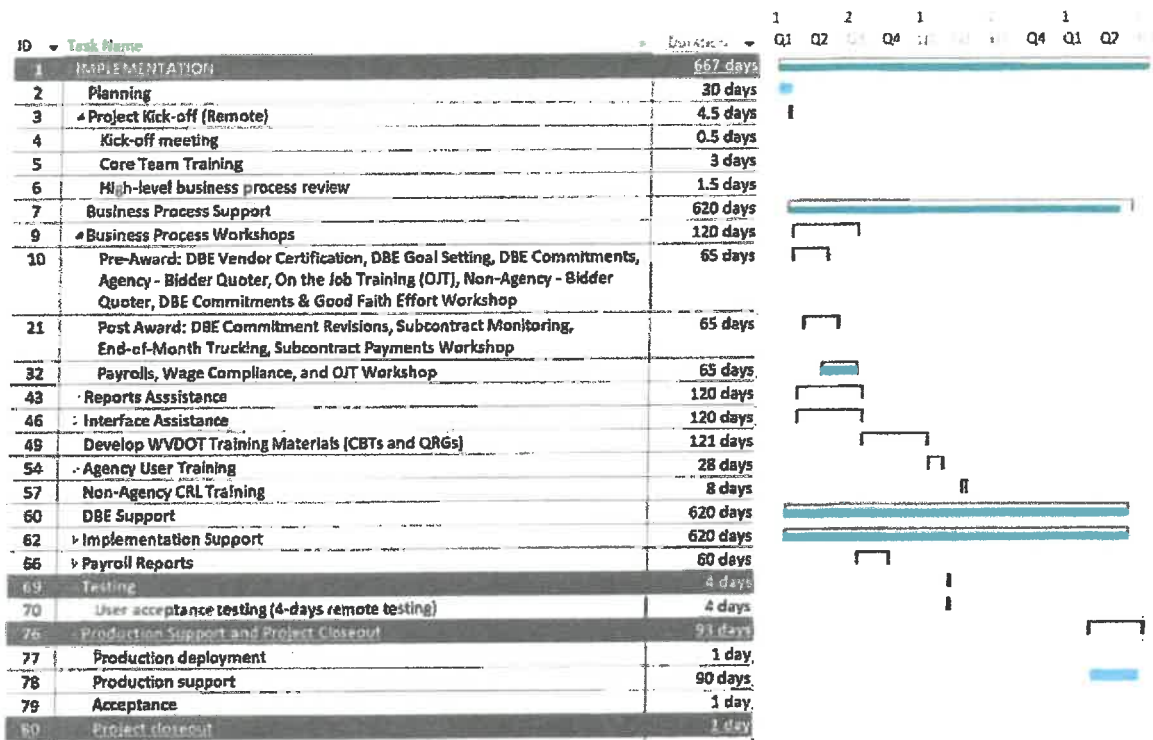


- Services to change any AASHTOWare Project software source code.
- Maintenance and support of all customizations outlined as part of this effort. Future releases of software may cause custom work performed as part of this effort to fail. Should this be the case, WV DOT may need to work with Infotech to resolve these issues under a separate Work Order. Maintenance and support for agency specific custom processes is not included under the annual AASHTOWare Project™ Maintenance, Support, and Enhancement Work Plan and must be funded by the requesting agency.

## Enclosure 2 – Schedule

WVDOT and Infotech will agree on the start date for the project upon the acceptance of the Work Order. Subsequently, WVDOT and Infotech will work together at the start of the project to develop an agreed-upon project schedule. Infotech based the scope and pricing on a 30-month project schedule. One potential schedule is shown below:

The actual duration required to implement the AASHTOWare Project Civil Rights & Labor application is ultimately dependent upon the commitment level of both WVDOT and Infotech, the level of service requested by WVDOT, the decisions reached during the implementation, and the efforts to support activities.



## **Enclosure 3 – Project Assumptions**

These assumptions will apply to Infotech's provision of any services.

### **Agency Obligations**

1. WVDOT will provide appropriate resources, including the key technical support necessary to the Infotech resources. WVDOT will designate a primary contact person who will coordinate with the Infotech Project Manager and/or analyst(s) on this project.
2. WVDOT will maintain valid licenses for any software identified in the Work Order.

### **Infotech Obligations**

3. Infotech will provide a Project Sponsor, typically the Assistant Director for Programs and Projects in the AASHTOWare® Products Division. The Project Sponsor ensures that the project has the necessary resources from the company, ensures customer satisfaction, and ensures the consistent delivery and quality of services. The Project Sponsor works with the WVDOT PM and the Infotech PM to review status and performance of the project. The Project Sponsor has a direct line of communication with Infotech's AASHTOWare Executive Team so that Infotech backs the success of this project as needed to complete the work to WVDOT's satisfaction.
4. Infotech agrees to comply with West Virginia laws and regulations pertaining to political contributions and gifts, lobbying, ethical standards and conflicts of interest, non-discrimination and equal employment opportunity, and protection of client information.
5. Infotech may require remote access to selected WVDOT systems for certain task assistance. Infotech will coordinate access with WVDOT's project manager or his or her designee, and the WVDOT staff will monitor that access.
6. Any schedule and resource commitments specified in this work order are tentative until WVDOT approves this work order. Infotech will assign resources appropriate to the scope of work, and their availability will factor into the project schedule.

### **Data, Intellectual Property, and Third-Party Software Tools**

7. WVDOT will supply any necessary data to Infotech only after the enclosed Data Permission License Form (Enclosure 5), provided by the Infotech PM, is completed and signed by both parties. WVDOT and Infotech will transmit all data securely.
8. At the conclusion of the project, Infotech will destroy any remaining copies of WVDOT's data in Infotech's possession.
9. Infotech does not claim any ownership over the work product prepared and provided to WVDOT during its services to WVDOT. WVDOT's ownership of the work product is subject to WVDOT's license agreement with AASHTO.
10. If WVDOT directs Infotech to create a customization, an agency view, or any other work derivative of the AASHTOWare Project software, then WVDOT agrees that Infotech has permission to post the derivative work to the AASHTOWare Project filesharing space for AASHTO member agencies' common use.

11. Infotech may utilize third-party tools as we provide services under this Work Order. Infotech selects these tools in good faith and with due diligence. Any liability arising solely from infotech's use or inclusion of a third-party tool in the services under this Work Order is attributable to Infotech. Infotech will provide a list of the tools upon request.

#### Budget and Invoicing

12. Infotech will invoice AASHTO in the month after Infotech provides the services. Infotech's time and materials invoicing uses the bill rates in the annual contract between Infotech and AASHTO. Should AASHTO and Infotech agree to increase Infotech's rates, Infotech will notify the WVDOT PM within sixty (60) days of the rate increase.

Infotech Resource Category	Roles	Infotech-AASHTO bill rate
President / Expert	Economic and Statistical Experts, Presidents	\$ 377.00
Executive Leader	VPs, Sr. Directors, Directors	\$ 278.00
Leader	Associate and Assistant Directors	\$ 181.00
Senior Professional	Sr. Leads, Leads, Software Architects, Infrastructure Architects, Sr. Project Managers, Sr. Technical Analysts, Sr. Business Analysts, Sr. Support Analysts	\$ 177.00
Professional	Product Release Manager, Project Manager, Account Managers, Business Analyst, Support Analyst, Technical Analyst, Content Analyst, Sr. Software Developer, Sr. Infrastructure Developer, Sr. Web/Application Developer	\$ 136.00
Senior Contributor	Software Developer, Web/Application Developer, Sr. Business Specialist, Sr. Technical Support Specialist, Sr. Support Specialist, Sr. Content Specialist	\$ 101.00
Contributor	Project Coordinator, Sales Specialist, Business Specialist, Technical Support Specialist, Customer Support Specialist, Content Specialist	\$ 79.00
Administrative	Sr. Content Assistant, Intern	\$ 63.00

#### Current Infotech-AASHTO Resource Categories, Roles, and Bill Rates

13. Infotech will invoice AASHTO against WVDOT's purchased Service Units on a fixed priced basis for access to the training materials after the Implementation core team training is complete.
14. Infotech will provide services and/or fixed price deliverables (if applicable) only if WVDOT has purchased sufficient Service Units for Infotech to perform those services and/or to complete fixed price deliverables. We recommend purchasing sufficient Service Units in advance to avoid Infotech stopping work on the project.
15. Infotech's costs include project management.
16. Infotech does not manage its services at the task level. Should Infotech provide reporting showing budgets and effort expended at the task level, the WVDOT Project Manager and

Infotech Project Manager will work together to allocate funding that remains from a completed task to an active or future task, as appropriate.

#### **Constraints**

17. Should WVDOT request the removal of a task within the scope of services, WVDOT will initiate a change request and Infotech will follow the change order process to remove the scope. Please note that Infotech may consider some tasks essential to this project's success, and we recommend that WVDOT discuss with Infotech before requesting removal of a task.
18. Because the amount of support requested of Infotech is not known at this time, Infotech may identify the need for additional Infotech support during the project. Infotech will inform WVDOT when Infotech has reached 80% of the budget for this project.
19. For WVDOT training deliverables, Infotech will deliver files to WVDOT for a review period of up to two (2) weeks. WVDOT will provide a single set of compiled comments to Infotech. If needed for clarification, Infotech and the WVDOT staff may conduct a conference call to discuss WVDOT's review comments.
20. WVDOT and Infotech will agree on the scheduling of all tasks.

#### **Travel**

21. Infotech will perform all services remotely.

## **Enclosure 4 - Change Request Process for Infotech PMs and Agencies**

1. The End User Designee (EUD) or an approved designee, such as the agency Project Manager (agency PM), will initiate a request for change of schedule, scope, budget, or project name and send it via email to the assigned Infotech Project Manager (Infotech PM).
2. The Infotech PM will review the request, clarify requirements, identify possible risks, outline assumptions, and document other contingencies associated with the request.
3. The Infotech PM will outline effort details associated with the agency request, determine what elements of the request are within Infotech's support service capabilities and communicate the assessment to the EUD and the agency PM.
4. Once the agency EUD, agency PM, and the Infotech PM agree, the Infotech PM will create a Change Request documenting the 'Reason for Change' in support of the agency requirements and send it to the agency EUD from Infotech's Corporate Services department.
5. After review and approval of the Change Request by the EUD, the EUD will sign and will return a signed Change Request to Infotech Indicating approval and notice to proceed in support of the effort contained in the Change Request.
6. Infotech will countersign the Change Request and the Change Request will then take effect. Infotech will not perform any services or actions detailed in the Change Request prior to execution.

## **Enclosure 5 – Data Permission License Form**

If WVDOT needs to transmit data to Infotech during this project, WVDOT and Infotech must complete the following form.

## Contract Pricing Pages

OPTION 1: AASHTOWare Project Software Individual Licenses (section 3.1.2)							
	If bidding or equal product, list brand and product info. below	Equal Product Migration, Training, Configuration and Setup Costs	Year 1	Year 2 <sup>1</sup>	Year 3 <sup>1</sup>	Year 4 <sup>1</sup>	TOTAL
<b>3.1.2.1</b> <b>Bid Analysis Management System/Decision Support System (BAMS/DSS)</b>			\$83,500.00	\$87,700.00	\$92,100.00	\$96,700.00	\$360,000.00
<b>3.1.2.2</b> <b>Project Data Analytics<sup>2</sup></b>			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>3.1.2.3</b> <b>Project Preconstruction</b>			\$51,000.00	\$53,600.00	\$56,300.00	\$59,100.00	\$220,000.00
<b>3.1.2.4</b> <b>Project Civil Rights &amp; Labor</b>			\$51,000.00	\$53,600.00	\$56,300.00	\$59,100.00	\$220,000.00
<b>3.1.2.5</b> <b>Project Bids</b>			\$21,500.00	\$22,600.00	\$23,800.00	\$25,000.00	\$92,900.00
<b>3.1.2.6</b> <b>SiteManager<sup>3</sup></b>			\$249,000.00	\$261,500.00	\$274,600.00	\$288,400.00	\$1,073,500.00
<b>3.1.2.7</b> <b>Project Construction and Materials<sup>3</sup></b>			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>3.1.2.8</b> <b>Estimation</b>			\$51,000.00	\$53,600.00	\$56,300.00	\$59,100.00	\$220,000.00
<b>TOTAL Option 1:</b>							<b>\$2,186,400.00</b>

<sup>1</sup>Deliverables for Years 2-4 will be done by Change Order upon mutual agreement between the Vendor and Agency

<sup>2</sup>Project Data Analytics is the upgrade to BAMS

<sup>3</sup>Project Construction & Materials is the upgrade to SiteManager

Paired products may both be used during the contract year as systems are transferred. WVDOH will only incur the cost for one product per contract year.





AASHTOWare Bridge Management							
	If bidding or equal product, list brand and product informaton below		Year 1	Year 2 <sup>1</sup>	Year 3 <sup>1</sup>	Year 4 <sup>1</sup>	TOTAL (Y1+Y2+Y3+Y4)
3.1.5 AASHTOWare Bridge Management Super Site License			\$51,500.00	\$54,100.00	\$56,800.00	\$59,700.00	\$222,100.00
TOTAL AASHTOWare Bridge Management Super Site License:							\$222,100.00

AASHTOWare Project Mobile Applications License							
	If bidding or equal product, list brand and product informaton below		Year 1	Year 2 <sup>1</sup>	Year 3 <sup>1</sup>	Year 4 <sup>1</sup>	TOTAL (Y1+Y2+Y3+Y4)
3.1.6 AASHTOWare Project Mobile Applications License			\$40,000.00	\$42,000.00	\$44,100.00	\$46,300.00	\$172,400.00
TOTAL AASHTOWare Project Mobile Applications License:							\$172,400.00

AASHTOWare Service Units (specify price per unit)							
	If bidding or equal product, list brand and product informaton below		Year 1	Year 2 <sup>1</sup>	Year 3 <sup>1</sup>	Year 4 <sup>1</sup>	TOTAL (Y1+Y2+Y3+Y4)
3.1.7 AASHTOWare PROJECT Service Units			\$13500 each	\$13500 each	\$13500 each	\$13500 each	\$13500 each
3.1.7 AASHTOWare Bridge Design/Rating Service Units			\$11600 each	\$11600 each	\$11600 each	\$11600 each	\$11600 each
3.1.7 AASHTOWare Bridge Management Units			\$11600 each	\$11600 each	\$11600 each	\$11600 each	\$11600 each
3.1.8 AASHTOWare Bridge Management Hosting and Add-On Service Unit (HAO)			\$3000 each	\$3000 each	\$3000 each	\$3000 each	\$3000 each
TOTAL AASHTOWare Service Units:							

AASHTOWare Safety Modules

	If bidding or equal product, list brand and product informaton below		Year 1	Year 2 <sup>1</sup>	Year 3 <sup>1</sup>	Year 4 <sup>1</sup>	TOTAL (Y1+Y2+Y3+Y4)
3.1.9 AASHTOWare Safety Segment Analytics			\$175,000.00	\$175,000.00	\$175,000.00	\$175,000.00	\$700,000.00
3.1.10 AASHTOWare Safety Intersection Analytics			\$175,000.00	\$175,000.00	\$175,000.00	\$175,000.00	\$700,000.00
3.1.11 AASHTOWare Safety Trend Analytics			\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$400,000.00
<b>TOTAL AASHTOWare Safety Modules:</b>							<b>\$1,800,000.00</b>

AASHTOWare Safety Service Units							
	If bidding or equal product, list brand and product informaton below		Year 1	Year 2 <sup>1</sup>	Year 3 <sup>1</sup>	Year 4 <sup>1</sup>	TOTAL (Y1+Y2+Y3+Y4)
3.1.12 **AASHTOWare Safety Implementation Units			\$25,000 each	\$25,000 each	\$25,000 each	\$25,000 each	\$25,000 each
3.1.13 AASHTOWare Safety Service Units			\$10,000 each	\$10,000 each	\$10,000 each	\$10,000 each	\$10,000 each
<b>TOTAL AASHTOWare Safety Service Units:</b>							

\*\*Implementation Units are required in the first-year of licensing to address one-time costs associated with AASHTOWare Safety Implementation

AASHTOWare Project Hosting Services with Construction & Materials							
	If bidding or equal product, list brand and product informaton below		Year 1	Year 2 <sup>1</sup>	Year 3 <sup>1</sup>	Year 4 <sup>1</sup>	TOTAL (Y1+Y2+Y3+Y4)
3.1.14 AASHTOWare Project Hosting Services Base Configuration with Construction & Materials			\$210,000.00	\$220,500.00	\$231,600.00	\$243,200.00	\$905,300.00
<b>TOTAL AASHTOWare Project Hosting Services w/CM:</b>							<b>\$905,300.00</b>

TOTALS WITH OPTION 1 INDIVIDUAL LICENSING FOR PROJECT SOFTWARE	
TOTAL-Option 1:	\$2,186,400.00
TOTAL-Bridge Rating System:	\$175,800.00

<b>TOTAL-Bridge Design System:</b>	\$175,800.00
<b>TOTAL AASHTOWare Bridge Management Super Site License:</b>	\$222,100.00
<b>TOTAL AASHTOWare Project Mobile Applications License:</b>	\$172,400.00
<b>TOTAL-Service Units:</b>	
<b>TOTAL AASHTOWare Safety Modules:</b>	\$1,800,000.00
<b>TOTAL AASHTOWare Safety Service Units:</b>	
<b>TOTAL AASHTOWare Project Hosting Services w/CM:</b>	\$905,300.00
<b>GRAND TOTAL with Option 1:</b>	\$5,637,800.00

<b>TOTALS WITH OPTION 2 SITE LICENSE FOR PROJECT SOFTWARE</b>	
<b>TOTAL-Option 2:</b>	\$2,215,500.00
<b>TOTAL-Bridge Rating System:</b>	\$175,800.00
<b>TOTAL-Bridge Design System:</b>	\$175,800.00
<b>TOTAL AASHTOWare Bridge Management Super Site License:</b>	\$222,100.00
<b>TOTAL AASHTOWare Project Mobile Applications License:</b>	\$172,400.00
<b>TOTAL-Service Units:</b>	
<b>TOTAL AASHTOWare Safety Modules:</b>	\$1,800,000.00
<b>TOTAL AASHTOWare Safety Service Units:</b>	
<b>TOTAL AASHTOWare Project Hosting Services w/CM:</b>	\$905,300.00
<b>GRAND TOTAL with Option 2:</b>	\$5,666,900.00

<sup>1</sup>Deliverables for Years 2-4 will be done by Change Order upon mutual agreement between the Vendor and Agency

## Permission - Agency Data

Info Tech, Inc., DBA Infotech 2970 SW 50th Terrace, Gainesville, FL 32608

Date: 7/20/2021

Data Owner/Member Agency: WVDOT

EUD: Hao Chen

Email: Hao.Chen@WV.gov

Signature and Date:

Carla Ratch 7/19/21  
WVDOT Business Manager

James Harte, Jr. 7-20-21  
Deputy Secretary/Deputy Commissioner

Permission Granted: Agency grants Info Tech, Inc., DBA Infotech ("Infotech") a perpetual, royalty-free, worldwide, nonexclusive license to use the data Agency provides for the limited purposes below.

Data Needed by Date:

Permission Granted for the Use(s) Below:

AASHTO Licensee support - Customer Support Team will use to assist in Agency's Call Tickets. Data will not be scrubbed. No third parties will access data.

☐

AASHTOWare Project Development support - Development Team will use in generic software enhancement, maintenance, and testing activities: including, but not limited to Alpha testing. Agency data will not be scrubbed. No third parties will access data

☐

AASHTOWare Project Beta testing on AASHTOWare Project hosted beta site - agency agrees to provide its data solely for testing and agrees that third parties may see data.

☐

AASHTOWare Project Beta testing on AASHTOWare Project hosted beta site - agency agrees to provide its data solely for testing.

☐

Agency acknowledges that third parties, including, but not limited to TRT members and PTF members, will view and may retain AGENCY scrubbed data when AGENCY scrubbed data is included in beta testing activities.

☐

Use in Training Materials, PUG Activities, Test Databases, Presentations, Videos, Marketing Materials - scrubbed data - Agency acknowledges that third parties will view and may retain Agency scrubbed data when Agency scrubbed data is included in training materials, test databases, presentations, videos, and/or marketing materials.

☐

Infotech Services team members will use the data to provide services directly to the member agency. Data will not be scrubbed. No third parties will access data.

☐

Agency will provide data for use in the Agency View Designer Service. No third parties will access data. Data will not be scrubbed.

☐

R&D Activities - Scrubbed data - Agency acknowledges that third parties will view and may retain Agency scrubbed data when Agency scrubbed data is included in R&D activities.

☐

<b>Another Specific Use or Additional Information:</b>	
<b>Data Origination:</b>	
Agency	<input type="checkbox"/>
Infotech Hosted environment	<input type="checkbox"/>
Third Party Hosted environment	<input type="checkbox"/>
Infotech AASHTO Licensee Customer Support Environment	<input type="checkbox"/>
Infotech Services Team (active services project)	<input type="checkbox"/>
Infotech will store agency data, scrubbed or unscrubbed, in the Cloud.	<input type="checkbox"/>
Infotech will store data encrypted at rest.	<input checked="" type="checkbox"/>
Infotech will destroy all copies of data when purpose is completed.	<input type="checkbox"/>
Infotech may request additional data to fulfill the purpose.	<input type="checkbox"/>
<p>If Infotech scrubs the data: Infotech will securely store the Agency's original data and will scrub and/or obfuscate any fields containing Federal employer Identification numbers (FEIN) or Social Security (SSN) numbers or personally identifiable information (PII). The sensitive data is obfuscated by replacing the PII data with generic values. Sensitive numerical data is multiplied by a unique random number per record and in some cases divided by a number to not exceed field length limits. Infotech will use Agency's scrubbed data in AASHTOWare Project™ Software development, testing, and support activities. Infotech will destroy Agency's original data transmission after scrubbing the data and transferring the scrubbed data to a secure storage location. Should a third party gain access to Agency's unscrubbed data, Infotech will notify Agency.</p>	
<p>Info Tech, Inc., DBA Infotech  2970 SW 50th Terrace  Gainesville, FL 32608  Attn: Corporate Services  Carole L. Pickens  <a href="mailto:carole.pickens@infotechfl.com">carole.pickens@infotechfl.com</a>  (352)381-4453</p>	